

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	Deputy Circuit Librarian
Opening Date:	January 23, 2006
Closing Date:	February 6, 2006
Developmental Salary Range (CL 30): With Full Performance Salary Potential to:	\$71,612 - \$88,793 \$116,432

The Circuit Library of the U.S. Court of Appeals for the Eleventh Circuit has an opening for a **Deputy Circuit Librarian**. Persons interested in applying for this position should submit a cover letter and resume by **February 6, 2006 (or until filled)** to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

The selected candidate will be subject to a background check as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

ORGANIZATION: The incumbent will report directly to the Circuit Librarian.

REPRESENTATIVE DUTIES:

- Monitors and coordinates activities of branch libraries and provides advice and guidance to branch library staff.
- Assists in establishing and enforcing operating procedures and standards and ensures compliance.
- Assists in the formulation and administration of the Eleventh Circuit library budget.
- Oversees the technical service operations of the Circuit libraries and the process of procuring law books and other forms of research materials.
- Develops, implements, and evaluates library programs which are of benefit to the circuit.
- Directs the operations of the Eleventh Circuit library system in the absence of the Circuit Librarian.

REQUIRED QUALIFICATIONS:

- M.L.S. degree or equivalent from an ALA-accredited school of library or information science.
- Five years of progressively responsible law library experience, including at least one year of supervisory experience. At least one year equivalent to work at the CL-28.
- Strong analytical, written, and oral communications skills.
- The substantial amount of interpersonal communication necessary to fulfill the duties and responsibilities of the position require the candidate to manifest the highest degree of professionalism, mature judgment, poise, courtesy, and tact at all times.
- Applicant must be a United States citizen or eligible to work for the federal government.

PREFERRED QUALIFICATIONS AND SKILLS:

Demonstrated excellent skills in law library management; experience with multi-branch library systems and/or off-site employees.

SPECIALIZED EXPERIENCE:

Progressively responsible law library experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of library management.

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year
SICK LEAVE	13 days per year
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program.
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS